

Yes, We're
Open



Reopening Brown County

Recommendations from
Public Health

May 2020



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Background Information

COVID-19 is an easily transmittable communicable disease spread mainly through close contact from person-to-person and has achieved worldwide pandemic status.

5 million

positive cases
world wide

1.5 million

positive cases
in USA

13,000

positive cases
in Wisconsin

COVID-19 is currently present and is being actively transmitted in Brown County, Wisconsin. As of May 20, 2020, there are 2,135 confirmed positive cases in Brown County, with 374 cases recovered, and 30 deaths.

Wisconsin saw meaningful benefits from statewide public health practices which aimed to flatten the curve of COVID-19 infection. The goal of these practices was to slow the spread of the virus, preserve healthcare resources, and save lives in Wisconsin.

These are voluntary actions that everyone in the community can take to stay healthy and maintain a thriving Brown County. For updated information, visit www.stayhealthybc.com.



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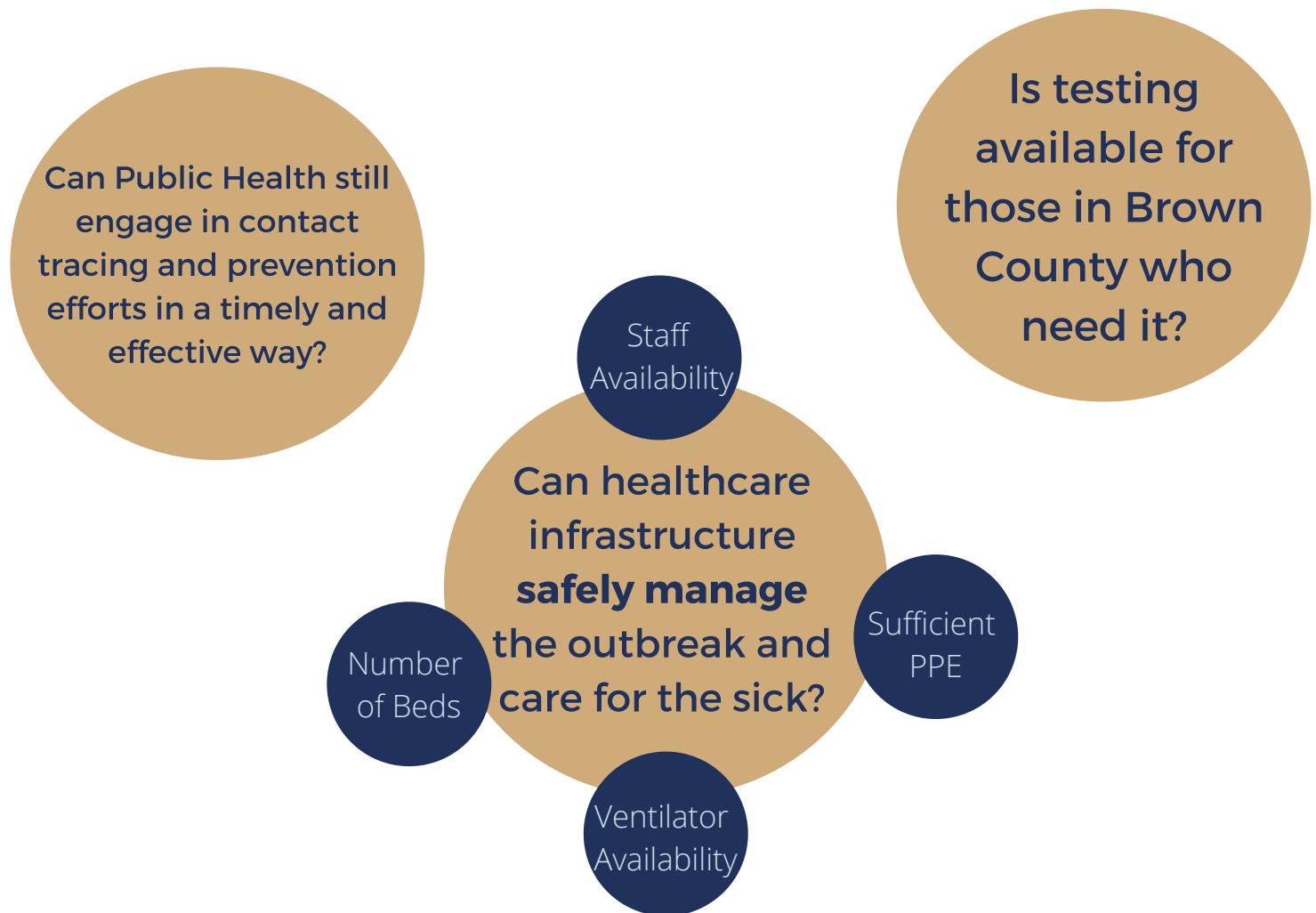


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Introduction

For our economy to safely recover and thrive, every citizen, business owner, faith leader, community leader, and others should do their part to make responsible choices to prevent the spread of COVID-19. Brown County encourages businesses, event sponsors, and others to maintain distancing measures and engage in best practices for safe social interactions. Public Health will update our guidance based on the following factors:



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General Guidance

Decisions about how to open a business or hold an event should be made with consideration of how to do so safely and in line with public health recommendations and best practices.



Officials should consider the implications of major events and activities, including upcoming holidays. Increased travel and the gathering of people from different communities can increase the risk of a resurgence of positive cases, which can have long-term economic and community health impacts.



Employers should monitor members of their workforce for symptoms, and should not allow symptomatic people or people told to isolate or quarantine by public health to physically return to work until cleared by a medical provider. Employers should work with local public health staff to develop and implement policies and procedures for workforce contact tracing following an employee COVID-19 positive test result.

If an individual has been released from quarantine or isolation by a medical provider, they are okay to go back to work and be in the community.



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General Guidance

General Best Practices

- Physical distance, maintaining six (6) feet between people.
- Wear cloth face coverings (masks) when out in public.
- Practice good hand hygiene: wash your hands with soap and water, or use hand sanitizer, especially after touching frequently used items/surfaces.
- Covering coughs or sneezes (into the sleeve or elbow, not hands).
- Clean/sanitize frequently touched surfaces.
- Avoid going to places where safety measures are not in place.
- If you are sick, stay home and call your healthcare provider about testing.
- Limit travel to reduce the potential for virus transmission.



Mass Gathering Best Practices

- Provide hand washing or sanitation stations for individuals who attend.
- Encourage social distancing of six (6) feet between people.
- Post notices that identify the symptoms of COVID 19 and encourage people who have symptoms to not attend or enter the gathering.
- Consider refund and cancellation policies that discourage people from attending when they are sick.

Low Risk	Moderate Risk	High Risk	Not Advisable
Staying at Home	Gatherings under 10 people	Gatherings of 10-50 people	Gatherings of 50 or more people



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Appendices

A: Food Service Establishment Guidance

B: Lodging Establishment Guidance

C: Mobile Food Establishments

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E: Retail Store Guidance

F: Manufacturing Guidance

G: Resources and Entities Not Covered

H: COVID-19 Poster



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Appendix A: Food Service Establishment Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

- Prior to opening your establishment, thoroughly deep clean and sanitize the entire facility. Focus on high contact areas that will be touched by employees and customers. We recommend using a bleach solution that is maintained at 50-100 ppm (one capful per gallon of water). You may contact us for additional guidelines for cleaning when the situation involves a COVID-19 positive individual.
- Flush water systems for 30 minutes in establishments that have not been in operation for an extended period of time.
- Verify all stocked food is wholesome and not expired, and discard as necessary.

Management Responsibilities

- A minimum of one certified food manager (CFM) is required per location. When practical, the employee holding the CFM should be in charge and onsite during all hours of operation.
- It is the responsibility of the person in charge to monitor and ensure that employees are following proper procedures.



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Appendix A: Food Service Establishment Guidance

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be secured with loops around the ears, and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.



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Appendix A: Food Service Establishment Guidance

Clean Hands: Prevent the Spread of Disease Recommendations

- All employees should be provided with education on proper handwashing procedures, which include: Wet, Lather, Scrub, Rinse and Dry. Wash hands with soap and warm water for at least 20 seconds. As this action can break the route of disease transmission, please reinforce it with your employees.
- Hand sanitizer that contains at least 60% alcohol should be provided at entry/exit points for customers.
- Employees should wash their hands as frequently as necessary to prevent contamination of food and utensils, and to prevent the spread of disease.
- Ensure proper glove use when handling ready-to-eat foods. Single use gloves should not be re-used. Gloves are not a replacement for handwashing.

Social Distancing Recommendations

- Maintain at least 6 feet physical distance by using the following: floor markings, signage, and updated seating arrangements that ensure 6 feet of separation (please call us if you have questions regarding seating arrangements).
- Encourage the use of protective barriers to protect employees and customers (e.g., regarding booths and cash registers, plexiglass is very commonly used for these purposes and is currently readily accessible).
- Watch for changes to Federal and State issued orders.



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Appendix A: Food Service Establishment Guidance

- Utilize your website and/or phone for orders, and use credit cards for contactless payment. Examples include modified operations, such as:
 - Contactless payments and use of mobile ordering apps/website
 - Social media posts of daily specials
 - Carry out and delivery
 - Use of customer's car as waiting area
 - Call ahead reservations/seating
 - Reduce on premise capacity
 - Limit seating area (i.e., tables/booths) to at least six feet apart
 - No salad bars or self-serve buffets
 - No tables greater than six feet in length or continuously lined up together
 - Use six foot distancing regarding outdoor eating and drinking
 - Use chalkboard menus, or laminated menus that may be sanitized after each customer use (paper menus should be discarded after each use)



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Appendix A: Food Service Establishment Guidance

Cleaning and Sanitizing Recommendations

- Provide refresher training to existing and new employees on cleaning and sanitizing procedures.
- Concentration of approved sanitizers:
 - Chlorine 50-100 ppm
 - Quaternary Ammonium 150-400
 - Iodine 12.5 mg/L and 25 mg/L
- Sanitizer concentration should be checked with a test strip at the beginning of daily operations, hourly, and each time sanitizer is refilled. In times of higher use and where sanitizer buckets become cloudy with food debris, more frequent changing of sanitizer will help ensure proper sanitization.
- Clean and sanitize common areas/items in between customers, after each use. Clean high touch areas frequently. It is recommended to use protective coverings that can be cleaned and sanitized for hard to clean areas, such as keyboards.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix B: Lodging Facilities Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Enhanced Cleaning Recommendations for your Facility

In addition to ongoing training on best practices for cleaning and sanitation, lodging facilities should implement updated standards for their guests and staff, which should include:

- Where practicable, clean high touch areas hourly. These areas include doorknobs, handles, handrails, elevator components, front desk counter, payment pads, computers, etc.
 - Use EPA approved disinfectants for COVID-19. The list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Guest room surfaces should be disinfected between guests, including doorknobs, switches, remotes, hard surfaces of furniture, and guest bathrooms.
- Launder all bedding and towels in between each guest
 - Wash at warmest water setting and machine dry all towels and linens.
- Housekeeping carts/tools should be sanitized at the beginning and end of each shift.



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Appendix B: Lodging Facilities Guidance

- Discourage staff from sharing work tools and equipment (cleaning carts).
- Provide hand sanitizer at entrance points and reception areas. Touchless dispensers are recommended, but pump bottles may also be used.
- At this time, there should be no social gatherings in reception or other common areas of the facility, but social distancing should be practiced if there are.
- Post signage that encourages social distancing and cough and sneeze etiquette at all entrances and common areas.
- Social distancing must be maintained between staff as well as with patrons. The facility should ensure that proper social distancing is maintained.
- Use floor markings to indicate a 6-foot separation in the front lobby, break rooms and other common areas.
- Exercise facilities, pools and breakfast buffets cannot be opened until the Safer at Home orders are lifted for the respective facilities.

Clean Hands: Recommendations to Help Prevent the Spread of Disease

- All employees should be provided with education on proper handwashing procedures, which include: Wet, Lather, Scrub, Rinse and Dry. Wash hands with soap and warm water for at least 20 seconds. Hand washing can reduce the spread of COVID-19.
- Encourage employees to wash hands before/after eating, after using the restroom or after coughing/sneezing.



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Appendix B: Lodging Facilities Guidance

Recommendations to Stay Healthy/Stay Home When Sick

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees (strongly encourage face coverings).
- Review your sick employee policies and revise as necessary.

Communicate to employees that if they experience COVID-19 symptoms, they should not physically report to work and should contact their healthcare provider.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix C: Mobile Food Establishment Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

- Upon removing your mobile establishment from storage, thoroughly deep clean and sanitize the entire mobile unit as well as the mobile base. Focus on high contact areas that will be touched by employees and customers. We recommend using a bleach solution that is maintained at 50-100 ppm (1/3 cup per gallon of water). There are additional guidelines for cleaning after an employee tests positive for COVID-19 - please contact us for more information regarding this situation.
- Flush water systems at the mobile base for 30 minutes before beginning seasonal operations.
- Verify all stocked food is wholesome and not expired, discard as necessary.



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Appendix C: Mobile Food Establishment Guidance

Management Responsibilities

- A minimum of one certified food manager (CFM) is required per location. When practical, the employee holding the CFM should be in charge and onsite during all hours of operation. Please contact us for more information regarding changes to CFM requirements during the COVID-19 pandemic.
- It is the responsibility of the person in charge to monitor and ensure that employees are following proper procedures.

Recommendations Regarding Stay Healthy/Stay Home When Sick

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. Cloth face coverings are a good public health measure for employees, which can be used to protect your customers, not the wearer.
 - Cloth masks should fit snugly and looped around both ears.
 - Employees should be encouraged to not touch their face or constantly adjust the mask.
 - Cloth masks should not restrict breathing and should be replaced when they become soiled/dirty.
- Employer should have a policy that is available and clearly understood by all employees regarding when to stay home from work, if they are sick.



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Appendix C: Mobile Food Establishment Guidance

Recommendations Regarding Clean Hands: Prevent the Spread of Disease

- All employees should be provided with education on proper handwashing procedures, which include: Wet, Lather, Scrub, Rinse and Dry. Wash hands with soap and warm water for at least 20 seconds. This action can break the route of disease transmission; please reinforce it with your employees.
- Handwashing should be done frequently: in between switching from raw to cooked foods, before handling ready-to-eat foods, before and after putting on gloves, and after handling money.
- Provide a portable hand sanitizer station along the pickup line to encourage customers to sanitize their hands while waiting.
- Wash hands as frequently as necessary to prevent contamination of food and utensils and prevent the spread of disease.

Recommendations Regarding Social Distancing

- Encourage your customers to maintain at least 6 feet physical distance by installing removable signs (with pictures demonstrating social distancing), cones or duct tape on the ground spanning six feet apart.
- Encourage the use of protective barriers to protect employees and customers. This type of barrier may further extend the takeout window, extending the physical barrier up to the point where the largest takeout item can be passed through the window.
- All orders should be packaged for carry out service from takeout window.
- Utilize social media and/or phone orders to minimize contact with customers.
- Modify operations to include: Contactless payments and the use of mobile ordering apps/website and use of customers car as waiting area.



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Appendix C: Mobile Food Establishment Guidance

Cleaning and Sanitizing Recommendations

- Provide refresher training to existing and new employees on cleaning and sanitizing procedures.
- Concentration of approved sanitizers:
 - Chlorine 50-100 ppm
 - Quaternary Ammonium 150-400
 - Iodine 12.5 mg/L and 25 mg/L
- Sanitizer concentration should be checked with a test strip at the beginning of daily operations, hourly, and each time sanitizer is refilled. In times of higher use and where sanitizer buckets become cloudy with food debris, more frequent changing of sanitizer will help ensure proper sanitization.
- Clean and sanitize common areas/items in between customers, after each use. Clean high touch areas frequently. It is recommended to use protective coverings that can be cleaned and sanitized for hard to clean areas, such as keyboards.
- Sanitize the pickup side of the vehicle near the menu and eliminate all condiment containers for customer use.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix D: Office Building Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Maintaining a Healthy Work Environment **Planning to Reopen Recommendations:**

- Ensure that systems such as mechanical, HVAC, water, fire, etc. are in good repair.
- If the facility has been shut down, run the water for at least 30 minutes to flush out the pipes.
- Thoroughly deep clean and sanitize the entire facility. Focus on high contact areas that will be touched by employees and visitors.
 - Use EPA approved disinfectants against COVID-19. They can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Install physical barriers in locations where social distancing cannot be practiced, such as reception areas, break rooms, etc. (Plexiglass is very commonly used and readily available).
- When possible, arrange vendor deliveries to occur when minimal employees are present, such as before or after working hours or during lunch.
- Use floor markings to indicate a 6-foot separation in break rooms, lobbies, and other common areas.



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Appendix D: Office Building Guidance

- Post signage that encourages social distancing, staying home when sick, cough and sneeze etiquette, and hand hygiene in clear view of employees. Management can provide frequent verbal reinforcement for added effectiveness.
- Consider using sign-in sheets to track all visitors.
- Provide hand sanitizer at entrance points and reception areas. Touchless dispensers are recommended; pump bottles may also be used.
- If practicable, frequently disinfect high touch surfaces (door knobs, appliances, keyboards, light switches, elevator buttons, drawer handles, etc.) used by employees and visitors.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Consider having employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Encourage the use of face coverings while in the work setting.
- Consider revising sick employee policies, and follow up with messaging to all employees in their native language, focusing on when to stay home from and return to work.



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Appendix D: Office Building Guidance

Social Distancing Plan

- Provide education to employees on the importance of maintaining social distancing.
- Maintain at least 6 feet physical distance by altering the physical environment (e.g., workstation spacing), and consider limiting the number of visitors within the office/lobby/etc.
- Discourage sharing of equipment/personal items.
- Employees should minimize close contact with others, such as shaking hands.
- Utilize technology to conduct virtual meetings and telework whenever possible.
- Continue to encourage virtual or phone conferences, where possible.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix E: Retail Store Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Maintaining a Healthy Work Environment

- Prior to opening, thoroughly deep clean and disinfect the entire facility.
- Upon opening, focus disinfection on high contact areas that will be touched by employees and customers (payment keypads, door knobs, etc.).
 - A list of EPA approved disinfectants for COVID-19 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Ensure that mechanical, HVAC, life and fire safety systems are operational and in good repair.
- Install physical barriers at cash registers and customer service areas to protect employees and customers (Plexiglass is very commonly used and readily available).
- Offer designated shopping hours for high risk populations.
- Limit stocking shelves to before and after store hours.
- Use floor markings to encourage one-way floor traffic throughout the facility.
- Use floor markings to indicate a 6-foot separation in break rooms, checkout lines and waiting areas.



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Appendix E: Retail Store Guidance

- Post pictograms or other visual signs that encourage social distancing and cough and sneeze etiquette.
- Provide hand sanitizer at entrance points and checkout lines. Touchless dispensers are recommended, but pump bottles may also be used.
- Clean and disinfect employee common areas, including break rooms, hourly if practicable.
- Provide sanitizing wipes near cart pickup locations for customers to self-sanitize shopping cart surfaces.
- Employees should wear cloth face masks during their shift. Cloth face masks, which incorporate the following characteristics:
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be secured with loops around the ears, and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift; and Employees should be encouraged to not touch their mask to discourage disease transmission.



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Appendix E: Retail Store Guidance

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Consider having employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Employer should have a policy that is available and clearly understood by all employees regarding when to stay home from work and when to return to work.

In addition, we advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix F: Manufacturing Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Preparing to Reopen a Facility

- Inspect and begin the initial/start up procedures for: Mechanical, HVAC, and Fire/Life Safety systems.
- Inventory Personal Protective Equipment (PPE) inventory and establish minimum quantities for operations.
- Procure/order appropriate PPE and verify that the delivery time corresponds with your reopening.

Recommendations Regarding Current or Ongoing Operations

Consider developing an Infectious Disease Preparedness and Response Plan for COVID-19:

- Address levels of risk and exposure to your workforce at all locations and buildings, based upon job tasks, which may include any/all of the following:
 - Understand the symptoms of COVID-19, and identify surveillance protocols.
 - Limit employee exposure to the general public;
 - Consider non-occupational risk factors such as home or community settings.
 - Identify control measures to address risks (such as sick time use policy, physical controls, etc.).



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Appendix F: Manufacturing Guidance

- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- When your plan is activated, consider designating or hiring additional staff to oversee implementation and effectiveness of measures for the duration of the response. This may be scaled to operation size, number of employees, and number of shifts.
- Consider additional operational factors, such as:
 - Engineering controls
 - Administrative controls
 - Safe work practices
 - PPE

Recommendations Regarding Educating your workforce

- Supplement employees' required training with additional information about the spread of COVID-19. Specific topics could include:
 - How COVID-19 is spread
 - General symptoms, and how to recognize signs of infection for themselves and others
 - Proper handwashing practices
 - Social distancing and why it's important
 - Cough and sneeze etiquette
 - Facility implemented procedures (i.e., screening prior to facility entrance, increased visual cues)
- All training and visual cues (visual and verbal) should be at the appropriate literacy level for employees and should be translated to native languages commonly spoken by employees.



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Appendix F: Manufacturing Guidance

Recommendations Regarding Safety of Employees

Safety is at the forefront of each and every manufacturing business. When considering reopening a facility, management should have policies in place regarding sending home and returning to work employees who are ill as part of their overall strategy to reduce the spread of COVID-19.

- Due to the relatively long onset period of COVID-19, it is recommended that employee 'sick' time and 'stay at home' procedures be reviewed, and that quarantine/isolation should be included.

Recommendations Regarding Employees Returning to Work

- Employees that were COVID-19 symptomatic should be required to meet the minimum criteria before being allowed to return to the work, including:
 - Having at least 72 hours pass since their fever was resolved without the use of fever-reducing medications, and improvement of respiratory symptoms.
 - Having at least 10 days pass since the onset of their symptoms.
 - Obtaining an occupational nurse's recommendation or doctor's clearance.
- Each facility should work with their occupational health unit to update these criteria and parameters frequently.
- It is strongly recommended to revise any existing policies that promote a 'work while sick' culture. It is especially critical to properly communicate these changes to all employees, and to make the message available to those employees whose native language is not English.



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Appendix F: Manufacturing Guidance

Recommendations Regarding Cleaning and Sanitation

- In addition to regularly scheduled cleaning and sanitation of the facility, consider the following additional steps:
 - Frequently sanitize 'high touch' surfaces throughout the facility, such as: doors, doorknobs, handle rails, levers, and handles.
 - Frequently sanitize all 'touch' surfaces in break and lunchrooms before each division of the work shift enters these spaces for their break periods.
 - While divisions of the work shift are on a break period, their workspaces can be sanitized (i.e., cabinets, counters, tables, tools, etc.).
 - Consider the use of rapid sanitization of surfaces through the 'fogging' technique, using COVID-19 CDC approved disinfectants.

Recommended Administrative Controls

- Require single file, one-way movement with six-foot distancing for workers going to and from their workstations. For corridors that require two-way travel, a physical barrier can be installed (i.e., plexiglass).
- Designate an employee or employees to monitor and enforce social distancing on production lines, in break and locker rooms, and smoking areas.
- Stagger break and lunch periods. To the extent possible, stagger shift start and end times.
- Have posted signage to enhance PPE and social distancing (keeping at least six feet apart). Signs should be affixed to eye-level areas of walls, in stairways, and in walkways.
- Where available, closed circuit televisions that broadcast messages for employees can also be utilized for visual cues, and to remind employees to stay home if they have COVID-19 symptoms.



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- During the COVID-19 pandemic, employees should be discouraged from utilizing group transportation such as a van or carpooling.
- Close non-essential spaces/amenities such as fitness centers or lounge areas.
- Limit cafeteria vendors and/or other non-essential contractors/vendors from entering the facility during production shifts.
- Hire or designate a specific staff member to act as a 'COVID-19 Coordinator' and make that employee responsible for internal compliance of infectious disease measures.

Recommended Engineering Controls

- Often production lines require employees to remain in close proximity to one another for prolonged periods (e.g., for an entire shift). Methods to consider for preventing the spread of COVID-19 may include the following:
 - Use of physical barriers that are easily cleanable (e.g., plexiglass), that separate employee respiration zones (four to six and a half feet high and the width of the potential workstation along the line).
 - Consider increasing exhaust ventilation, with overhead ducting such that the turnover rate is higher than during standard operations.
 - Consider increasing filtration (e.g., high efficiency) and/or air treatment on the inlet side of ventilation ducting.
 - Avoid the use of pedestal or hard mounted directional fans blowing air from one employee onto another.
 - Eliminate all personal cooling fans.
 - Incorporate touchless timeclock systems.



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- Increase the number of timeclocks and disburse them around the facility, within the flow of employee workstations, to reduce employee lines forming to clockin/out.
- Install additional handwashing stations with touchless soap dispensers and faucet actuators.
- Install touch free hand sanitizer stations in areas where additional handwashing stations are impractical to install.
- For lunch/break areas, install dividers on lunch tabletops with six foot spacing.

Recommendations Regarding Personal Protective Equipment

- In addition to standard PPE worn within the production aspects of the facility, additional PPE considerations to help prevent the spread of COVID-19 include:
 - N95 Respirator masks (Note: this equipment has been reserved for healthcare workers).
 - Other combinations may include:
 - Face shields that can be affixed to hard hats, and
 - Cloth face masks, which incorporate the following characteristics:
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be secured with loops around the ears, and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them after each shift.



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Appendix F: Manufacturing Guidance

- Masks should be replaced if they become wet or soiled during a work shift.
- Employees should be encouraged to not touch their mask to discourage disease transmission.
- From a procurement and available inventory perspective, facilities may consider seeking other PPE that can be utilized to protect their employees as a response to COVID-19 which may include:
 - Safety Glasses
 - Face Shields
 - Thermometers (non-contact, temporal)
 - Automated systems
 - Gloves
 - Nitrile
 - Latex
 - Face Masks
 - Surgical (non-N95) Masks
 - N95 masks
 - Face Coverings
 - Physical barrier material (plexiglass)
 - Sanitizing wipes
 - Hand Sanitizer
 - Bleach
 - Tyvek coverings



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Appendix F: Manufacturing Guidance

Recommended Useful Links:

- World Health Organization: COVID-19 <https://www.who.int/>
- U.S. Department of Labor: COVID-19 and the American Worker <https://www.dol.gov/agencies/whd/pandemic>
- CDC Guidelines for approved disinfectants for COVID-19 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Handwashing 101: CDC Issues Tips to Preventing Coronavirus (COVID-19) <https://www.youtube.com/watch?v=3EoAyQu3LIIs>

We advise you to monitor guidance and directives from the Federal Center for Disease Control (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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Appendix G: Resources and Entities Not Covered

Businesses and entities in categories other than the Food Service, Lodging, Mobile Food, Office Buildings, Retail Stores, and Manufacturing categories specifically covered in this Reopening Brown County Plan should follow Centers for Disease Control and Prevention (CDC) and or/Wisconsin Economic Development Corporation (WEDC) guidance, and may also seek further specific local guidance by contacting their local Health Department.

- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- WEDC: <https://wedc.org/reopen-guidelines/>
- DHS: <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- Brown County: www.stayhealthybc.com
- Brown County Public Health
 - 920-448-6400
 - bc_health@browncountywi.gov
- De Pere Public Health
 - 920-339-4054
 - deperehealth@mail.de-pere.org



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COVID-19 NOTICE

has a COVID-19 business plan in place.

- Disinfection and sanitation plan
- Physical distancing measures
- Protective gear (masks, gloves, barriers)
- Employee training on COVID-19 plan
- Temperature and symptom checks on employees

We have done our best to minimize the possibility of exposure to COVID-19, but exposure cannot be completely eliminated.
Please enter at your own risk.

Please do your part.

- If you feel sick, do not enter
- A face mask is strongly recommended
- Maintain a six-foot distance between you and others
- Leave at-risk people at home if possible
- Limit groups



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AVISO COVID-19

tiene un plan de negocios COVID-19 implementado.

- Plan de desinfección y saneamiento
- Medidas de distanciamiento físico
- Equipo de protección (máscaras, guantes, barreras)
- Capacitación de empleados sobre el plan COVID-19
- Control de temperatura y síntomas en los empleados

Hemos hecho todo lo posible para minimizar la posibilidad de exposición al COVID-19, pero la exposición no se puede eliminar por completo.

Por favor Ingrese bajo su propio riesgo.

Por favor haz tu parte.

- Si te sientes enfermo, no entres
- Se recomienda una mascarilla facial
- Mantenga una distancia de seis pies entre usted y los demás.
- Deje a las personas en riesgo en casa si es posible
- Grupos límites



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